

# STEPS TO MSDE ACCREDITATION

FOR OWNERS & DIRECTORS OF CHILD CARE 7 NURSERY SCHOOL PROGRAMS



Pursuing accreditation helps early childhood programs improve their quality of service. Accredited programs provide research-based, high quality early childhood education that benefits children, parents, and local school systems. Whether you're already working to become accredited, or you're just beginning to consider the possibilities, the **Howard County Office of Children's Services** can help you through the process. Join us at these upcoming workshops to learn more about how and why to become accredited.

## 1. MSDE Orientation: Overview of Accreditation

*This workshop is required for programs pursuing MSDE Accreditation.*

## 2. Organizing the Self-Appraisal Process

## 3. Program Improvement Plan and Implementation

## 4. Organizing Your Documentation

Instructor **Joan Johnson** is an experienced validator for MSDE and will help you through the process. If you are actively pursuing accreditation, your program is also eligible for free technical assistance, mentoring, and a program improvement visit. Although classes are open only to preschool and center directors and owners, other staff members may enroll with permission of the instructor.

All classes meet in the OCS Training Room. You may register for just one class or for the complete series. **For more information on the series for Steps to Accreditation, call Joan Johnson at 410-313-1432.**



## Steps to MSDE Accreditation

Programs that are actively pursuing Accreditation are also eligible for a Program Improvement Visit. At this visit, experienced validators will assist your program in identifying improvement areas and setting a timeline for completion. Up to four hours of technical assistance and mentoring are also available to programs needing additional assistance. These services are free to eligible programs.

### 1. Orientation: Overview of Accreditation

Wednesday, Sept. 4

1:00 - 3:00 pm

Overview of the early childhood accreditation and validation process. Become acquainted with standards, focus areas, supporting documents, self-appraisal, and rating process. Learn about the validation process and discuss selecting a self-appraisal team. This workshop is required for programs pursuing MSDE Accreditation. (2 PRO)

### 2. Organizing the Self-Appraisal Process

Wednesday, Sept. 18

1:00 - 3:00 pm

Bring your Program Accreditation documents. Discuss forming a self-appraisal team and learn to help your team become familiar with the Standards document. Learn the self-appraisal process for each age group, and understand your own role in self-appraisal. Create a timeline for self-appraisal and validation, review the Classroom Learning Materials Checklist, and complete your application paperwork. (2 PRO)

### 3. Program Improvement Plan & Implementation

Wednesday, Oct. 2

1:00 - 3:00 pm

Explore each focus area of the Program Standards. Bring your copies of the Standards. Discuss program administration, operation, and partnerships with families and the community. Identify and consider the best practices of your program. Help your staff understand the "why" of the standards, and discuss programming examples that reflect quality early childhood programs. Analyze your self-appraisal to help identify your program's strengths and weaknesses. Develop your program improvement plan, implement strategies, and assess the improvements within your established timeline. (2 PRO)

### 4. Organizing Your Documentation

Wednesday, Oct. 16

1:00 - 3:00 pm

Review all required documents and discuss how to organize your paperwork. Make sure your documents are clearly written and meet Standard requirements. Understand why it's important to present clear and concise information about your program. (2 PRO)

## Registration Form for Steps to Accreditation

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_

E-mail \_\_\_\_\_

Date of Birth \_\_\_\_\_

☐

Director

☐

Center Owner

☐

Staff Member

Name of Program \_\_\_\_\_

\_\_\_ Sept 4 1. MSDE Orientation/Overview (free)

\_\_\_ Oct 2 3. Program Improvement Plan and  
Implementation (\$23)

\_\_\_ Sept 18 2. Organizing the Self-Appraisal Process (\$23)

\_\_\_ Oct 16 4. Organizing Your Documentation (\$23)

Total Payment Amount: \_\_\_\_\_

To register, mail this completed form with payment or call  
410-313-1432.

#### Payment By

#### Check or Money Order

Enclose your check or money  
order made out to **Director of  
Finance.**

OR

#### Payment By Credit Card

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_ Security Code \_\_\_\_\_

Name on Card: \_\_\_\_\_

#### Mail to:

Howard County OCS  
3300 N. Ridge Rd. Suite 380  
Ellicott City, MD 21043